



GRADUATE STUDENT HANDBOOK

2013-2014

This Handbook is a supplement to the Florida National University Student Handbook. In case of conflict between handbooks, this document will govern on Graduate issues.

MESSAGE FROM THE PRESIDENT

I want to extend my personal congratulations to you on your acceptance into the graduate studies program at Florida National University. Graduate school is a time for exploration, professional, and academic growth, and a time for an exchange of ideas. You are now part of a select and diverse group, The FNU Family.

Florida National University aims to assist the graduate students in academic matters, as well as degree requirements, financial assistance, and scholarship. We are looking forward to you becoming leaders in your profession and communities.

I wish you success in pursuing your advanced studies and encourage you to contact us if you need any assistance.

Maria C. Regueiro, Ed.D.
President

ACCREDITATION

Florida National University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1886 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida National University. <http://www.sacscoc.org>.

Florida National University is licensed by the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200. <http://www.fldoe.org/cie>

In accordance with the appropriate regulations, Florida National University is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, St. Petersburg, Florida 33731, (727) 319-7402. <http://www.floridavets.org>.

MEMBERSHIPS

Florida National University is a member of the Association of Advance Collegiate Schools of Business (AACSB International). www.aacsb.edu

Florida National University is a member of the Accreditation Council for Business Schools and Programs (ACBSP) <http://www.acbsp.org>

OTHER

Florida National University is authorized by Federal Law to enroll non-immigrant alien students.

Florida National University is listed in the Classification of Colleges and Universities of the Carnegie Foundation. <http://www.carnegiefoundation.org/Classifications>.

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UNIVERSITY MISSION STATEMENT

The purpose of **Florida National University** is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality university education according to the student's personal goals, and the advancement of modern technology.

Furthermore, **Florida National University** provides educational and cultural programs intended to enrich the community it serves.

PHILOSOPHY OF EDUCATION OF THE UNIVERSITY

Florida National University devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida. Florida National University would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

ADMISSION REQUIREMENTS FOR MASTER DEGREE PROGRAMS

1. Completed a bachelor's degree from an regionally accredited institution with a GPA of at least 2.5. International students must provide a transcript evaluation and GPA calculation from a recognized Foreign Transcript Evaluation Agency (
2. If undergraduate GPA is less than 2.50, GMAT score of 400 and above or GRE score of 150 (or 900) is required.
3. Be able to demonstrate adequate writing skills as measured by an initial writing assessment (essay) of 1-2 double spaced pages. Students will be notified of the essay subject and proctoring process in a timely manner.
4. FNU will accept up to two courses (six credits) of master's level courses completed at another regionally accredited institution as a transfer credit with a minimum grade of a B provided that the course(s) are the equivalent to course(s) listed in the FNU graduate program.
5. Be able to demonstrate an up-to-date working knowledge of Microsoft Office Word, Excel and Power Point applications.
6. Have at least 6 bachelor level credit hours in the student's area of concentration or equivalent work experience.
7. International Students need to provide U.S. equivalency of degree/s conferred and evidence of English proficiency. International students whose native language is not English, and cannot demonstrate English proficiency, must take the Test of English as a Foreign Language (the TOEFL) and obtain a score of 500 or higher on the paper based version or 62 or higher on the internet-based version or a score of 5.5 on the IELTS.

ADMISSION PROCESS

1. Applicants will complete and submit a graduate program application to the Graduate Admissions Advisor. Applications can be submitted in person at the university main campus or downloaded and submitted using the FNU website www.fnu.edu.
2. Applications will be initially reviewed by the Division and Department Heads.
3. Original transcripts of bachelor's degree completion along with two reference letters must be provided with the application. Transcripts from foreign universities must be accompanied by an acceptable foreign credential evaluation institution.
4. Each applicant will be interviewed and selected by the MBA Acceptance Review Committee made up of: VPAA, Division and Department Heads, Accreditation Liaison, Dean's office and Admissions.
5. Students will be notified of Acceptance (full or provisional) in writing within three (3)

working days of the Acceptance Committee Review by the Business Department Head.

6. Upon acceptance, students must complete a mandatory Graduate Program Orientation tutorial prior to the start of classes
7. Applicant must verify that he/she has access to a computer with Internet access and MicroSoft office programs along with a webcam for video conferencing.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Financial assistance is available through the Financial Aid Department. FNU Alumni may receive a discounted tuition rate if offered at the time of acceptance.

Alpha Phi Sigma- Mu Zeta Presidential Award:

The Alpha Phi Sigma – Mu Zeta Presidential Award is for those students who are Honor Society members and active members of the Mu Zeta Chapter of Alpha Phi Sigma. The award of \$1,000.00 is given every year to the winner of an essay contest on the subject of *“How can an FNU degree assist you in becoming an ethical member within your profession?”*

Deadline: July 31st and December 31st of every year.

Please see Chapter Advisor for more information.

All documents must be turned in, in a sealed envelope to the Advising Office before the deadline.

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Sum Awarded: \$1,000.00 will be applied to the student's tuition at the moment of graduation from a Bachelor or Master Degree program.

Academic Requirements

1. Be actively enrolled in an UPPER LEVEL or GRADUATE degree program at Florida National University.
2. Be enrolled at least half time in the junior or senior year of one of the following degree programs: Bachelor of Criminal Justice or Bachelor in Legal Studies or perusing a PML concentration in the MBA program
3. Be an active member of the Mu Zeta Chapter of Alpha Phi Sigma
4. Have a cumulative GPA of 3.5
5. Have participated in a MINIMUM of eight (8) Mu Zeta Chapter or Florida National University extracurricular events (ex. fundraisers, meetings, trainings, etc.) during the year prior to applying

6. Provide One letter of recommendation from a faculty member.
7. Submit an essay. Topic: How can an FNU degree assist you in becoming an ethical member within your profession?

FNU / GOVERNMENT SCHOLARSHIP

The FNU/Government Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to government employees.

Basis for Selection: Must be a government employee; referral must be from a government agency.

Source of the Scholarship: University revenue.

Sum Awarded: The scholarship covers 15% of the tuition cost for masters, baccalaureate and associate degree programs offered by FNU.

THE MEDICAL PROFESSIONAL SCHOLARSHIP AT FLORIDA NATIONAL UNIVERSITY

Medical professionals residing in the state of Florida can apply for a scholarship with Florida National University.

The Medical Professional Scholarship at Florida National University can be awarded every year to active employees of the Medical Profession residing in the State of Florida.

Basis for Selection: Must be an active employee in the Medical profession in the State of Florida. To be eligible the applicant must provide a letter from the employer's Human Resources Department or the most recent pay stub and a work ID.

Source of the Scholarship: University revenue.

Sum Awarded: The scholarship covers 20% of the tuition cost for masters, baccalaureate, and associate degree programs offered by FNU.

ACADEMIC REQUIREMENTS

1. Graduate Students must have a minimum GPA of 3.0 to graduate.
2. Any Graduate student who's GPA falls below 3.0 in any term will, at the start of the following term be required to meet with the Department Head and Academic Advisor to implement the following protocol:
 - a. Limit the students class load to not more than one course per term until such time as the GPA is again over 3.0
 - b. Meet with the student to ascertain the reason for the GPA drop (writing skills, mathematical skills, time management skills) and implement a mutually agreeable action plan to remedy the cause.

- c. Students who earn a D in any course must retake the course the next time it is offered.
- d. Students earning a C or C+ may, with approval of the Department Head, elect to repeat the course the next time it is offered or, strive to earn a B+ or A grades in the following term(s).
- e. Students earning less than B on the same course twice will be dropped from the program
- f. In the event that, in the opinion of the Department Head and with the approval of the Division head and the VPAA, the student's GPA and number of remaining courses make it improbable that the student can achieve the required 3.0 minimum, the student will be dropped from the program.

Credit Transferability:

FNU will accept up to two courses (six credits) of master's level courses completed at another regionally accredited institution as a transfer credit with a minimum grade of a B, provided that the course(s) are the equivalent to course(s) listed in the FNU graduate programs.

The applicants must submit original transcripts and course descriptions from the previous institutions. The Vice-president of Academic Affairs and the Division and Department Head will render an evaluation on submitted transcripts.

Courses transferred will appear on the student's records as "TC".

FNU reserves the right to choose the credentialing institutions it recognizes.

GRADUATION REQUIREMENTS

1. The student must have met all the requirements of the program.
2. The student must have a minimum of a 3.0 cumulative grade point average.
3. The student may not have any outstanding debts (tuition/fees/others) with FNU.

STUDENTS RIGHTS AND RESPONSIBILITIES

Graduate students agree to abide by the Florida National University's Student Code of Ethics as explained in the University Catalog.

Florida National University expects all graduate students to adhere to the highest standards of ethical and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, falsification, violation of professional ethics or misrepresentation of data. Students must accompany all course work with a signed certification that the work submitted for evaluation, presentation, or publication meets these standards. FNU will also require students to use Turnitin© to validate their personal certification.

Graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others (property, privacy, opinion and expression). Students found to be in violation of these standards are subject to disciplinary actions by the institutional policies.

ACADEMIC COMPLAINTS AND APPEALS

Students who have academic complaints are to follow the procedures as described in the Florida National University Catalog which may be summarized as follows:

1. The student should address the complaint to the faculty member, staff member, or administrator involved.
2. If the student is not satisfied, he or she is to address the individual's superior: Faculty member > Department Head > Division Head Staff > Administrative Supervisor.
3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.
4. If the complaint has not been resolved to the student's satisfaction, he or she may address the Campus Dean.

INSTRUCTIONAL SUPPORT

- Florida National University supports the graduate programs by providing individualized tutoring, writing assistance through the Writing Lab, lecture capture, video conferencing, electronic library support and research workshops. (See Catalog for other services provided to all students)
- For library resources please refer to the University Catalog.
- Please refer to the University Catalog and/or FNU Student Handbook for information on graduate programs and course descriptions, as well as all university policies and procedures not included in this handbook.